

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:
283-15

Effective Date:
02/09/2018

Subject:
Evidence Submission for Laboratory
Examination

Approved by:

A handwritten signature in black ink, appearing to read "S.D. Hebbe".

Steven D. Hebbe, Chief of Police



PURPOSE:

To establish procedures for submission of evidence for laboratory examination.

POLICY:

It is the policy of the Farmington Police Department to maintain a record for the submission of evidence for laboratory examination.

PROCEDURE:

An evidence request form must be filled out completely and accurately in order to begin the record for submission for laboratory examination. These forms are available from the Crime Lab or the department form cabinet in patrol and must be returned to a Crime Scene Investigator. It is up to the discretion of the Crime Scene Investigator if the evidence request forms are acceptable for advancement. Additional information and/or evidence may be required before a formal evidence request is created by the Crime Lab.

Minimum information necessary for evidence request forms:

1. Case Number
2. Requesting Officer(s)
3. Suspect(s) names and DOB(s)
4. Victim(s) names and DOB(s)
5. Offense type and date
6. Brief case summary with reason for submission.
7. Accurate LERMS item number.
8. Type of Packaging used.
9. Accurate LERMS label description.
10. Examination(s) requested for each item.

*Additional examinations from the evidence request form may be available. Contact the Crime Lab with any questions about examinations.

Evidence request forms are then the responsibility of the Crime Lab. A Crime Scene Investigator will create a DNA code form if DNA examination is requested.

The following are DNA code policies for New Mexico D.P.S. laboratory submission (these are subject to change at any time at the discretion of the D.P.S. lab):

1. Items such as liquids, syringes, fired or un-fired casings or cartridges are not accepted for submission.
2. All non-violent crimes are limited to 2 items of evidence for initial submission; any applicable standards do not count towards these evidence items.
3. Cases with touch DNA samples are required to have victim or owner elimination standards submitted as well.
4. Suspect standards are required for all felon in possession cases.
5. Only items agreed upon using the DNA code form will be accepted and tested in the lab.

The physical evidence is then pulled from evidence and becomes the responsibility of the Crime Lab. A formal evidence request form is completed by a Crime Scene Investigator and is included with the physical evidence to be transported or mailed to a laboratory for examination. Any forms returned from the examination laboratory for chain of custody purposes are the responsibility for the Crime Lab.

When laboratory examination is completed, any reports based on testing will be mailed to the Crime Lab. These reports will be scanned into the MOBILE and a copy will be returned to the requesting officer(s) for their case file. Physical evidence will be returned to the Crime Lab either through transport or mail and returned to the evidence room. Any forms returned with the physical evidence for chain of custody purposes are the responsibility of the Crime Lab.

State of New Mexico Senate Bill 475, Chapter 99 as amended relating to Sexual Assault; Requiring Law Enforcement Agencies to develop and implement policies related to handling and testing of sexual assault examination kits; requiring testing of sexual assault examination kits within 30 days; requiring reporting.

Sexual Assault Kits (of victim) will be picked up by a CSO or Patrol Officer and Sexual Assault Kits (of suspect) by a Patrol Officer. The SANE kit will be signed for prior to being transported to the Evidence Room and submitted as evidence. The investigating Officer will notify the Detective Unit Supervisor of the SANE kit submission as to expedite our role in submitting Sexual Assault Kits to the New Mexico D.P.S. Laboratory for analysis. ****Note: Non reportable Sexual Assault Kits cannot be submitted to the D.P.S. Laboratory.**

The assigned Detective will submit a complete and accurate Evidence Request Form for laboratory examination and must be returned to a Crime Scene Investigator. The Crime Scene Investigator will create a DNA code form and request that the SANE kit be pulled from the Evidence Room for submission to the D.P.S. Laboratory. A formal D.P.S. Forensic Laboratory Evidence Request Form is completed by a Crime Scene Investigator and is included with the SANE kit, to be transported or mailed to a laboratory for examination.

When the laboratory examination is completed, any reports based on testing will be mailed to the Crime Lab. These reports will be scanned into LERMS and a copy will be returned to the requesting Detective for their case file. Any physical evidence will be returned to the Crime Lab either through transport or mail and returned to the Evidence Room. Any forms returned with the physical evidence for chain of custody purposes are the responsibility of the Crime Lab.